

Allowable/Reimbursable Expenses:

- Hotel room and tax (at Federal lodging rate)
- Business phone calls
- Personal phone calls (up to \$5/day)
- ATM **fees** for cash withdrawals

- Meals and incidentals (M&IE)
Amount is based on GSA's rates

*If your meals were provided, you can only claim the meals that were not provided by the government. Please list on the Travel Expense Report those meals each day. If you did not receive any meals please put the statement on your Travel Expense Report "No Meals Provided".

- Ground transportation (local and rental car)
- POV mileage
 - 40.5 cents per mile ending 8/30/05
 - 48.5 cents per mile beginning 9/1/05
- Laundry/Dry Cleaning
 - Commission Officers - stays greater than 7 days \$2.00 per day.
 - Civilian - stays greater than 4 days \$5.00 per day. After 30 days rate is reduced according to the HHS Travel Manual.

*Laundry detergent falls under this reimbursement.

Unallowable/Non-Reimbursable Expenses

- Actual expenses for M&IE exceeding the amount stated on the Travel Order
- Fees and additional charges
 - Changes in unapproved or personal lodging
 - Changes in unapproved or personal travel
- Any added expense to the government must be pre-approved
Please contact Steven Smith at steven.smith@hhs.gov